***Mid-Atlantic Christian University***

***Announcement for Residence Hall Director Position***

***Residence Hall Director***

**Position Description**:

This is a part-time staff position, beginning July 1, 2015. Compensation includes housing in 3-bedroom waterfront apartment, utilities are provided, and tuition scholarship options are provided. Residence Directors are responsible for an assigned residence hall and for providing a positive Christian living environment for the students that reside in the MACU residence hall. RHD’s are responsible to the Vice President for Student Services.

**Qualifications**:

 The Residence Hall Director assists MACU in fulfilling its mission through supporting students and maintaining the values of Mid-Atlantic Christian University in the Residence Halls.

 The desired individual will be a committed Christian demonstrating these convictions through lifestyle and a heart for ministry. The individual hired will be an active member in a local congregation. A Bachelor’s Degree and previous customer service experience is preferred.

Must possess a high level of personal motivation, be persuasive and have exceptional communication (listening, written and verbal) and interpersonal skills, and be able and willing to overcome objections. Should have significant planning abilities, decision-making skills, be flexible, exhibit exceptional relationship skills and be results oriented. Must demonstrate a high level of energy, be positive and friendly and show a genuine interest in people, including interacting effectively with students, parents, and other constituents (both off and on campus). Evening and weekend work will be required. In addition, proficiency in the use of computers including business software programs such as Microsoft Office (Word, Access, Excel, Publisher, PowerPoint, Outlook, and Internet Explorer).

**Responsibilities:**

*Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Other duties may be assigned.*

The RHD is expected to meet specific individual activity goals and objectives as assigned by the VPSS. The RHD is responsible to assist in the fulfillment of the university mission through promoting a positive living environment, student services, and aiding in retention goals.

 The ability to interact and communicate with coworkers and a diverse constituency including prospective students, alumni, church leaders, key supporters and other friends of the College is vital to the position. In addition, the RHD must be competent in public speaking, be self-motivated, and have the ability to carry out a variety of activities and objectives.

 Communicate the mission, vision, and ministry of MACU with all constituents.

 The RHD is responsible for scheduling all activities for this position and communicating the schedule to the VPSS.

 The RHD will become familiar with all aspects of MACU and generate and maintain detailed records of all activity and report regularly to the VPSS.

 Attend regular departmental team meetings and be prepared to discuss the status of each student in the assigned residence hall. Attend SFA meetings and others as required.

 Assist with coordinating and conducting of college events and other public relations responsibilities.

 Attend approved seminars and/or trainings.

 Adhere to all MACU Institutional Policies/Procedures, particularly as they relate to confidentiality of student data and the proper administration of the Admissions & Financial Aid Department.

RHD School Year Responsibilities include

* Making room assignments each semester for new and returning students
* Distribute room and closet keys
* Distribute and collect Room Checklist forms when room is occupied
* Distribute a Room Vacating form one week in advance of student leaving
* Facilitate room changes if needed. Notify VPSS of all room changes
* Collect all dormitory keys, security card, parking permit, etc., when a student leaves
* Schedule room inspections once per quarter to maintain cleanliness and safety
* Report all maintenance/repair concerns to maintenance supervisor or VPSS
* Maintain dorm security by reporting faulty smoke detectors, alarm system, locking of exterior doors, lighting, etc.
* Plan activities that will enhance dorm/campus life
* Meet with dorm Resident Assistants regularly to discuss dorm concerns
* Report all rule violations to VPSS

RHD Mentorship Responsibilities include:

* Encourage residents in the development of his/her Christian character
* Provide an example of a Christian home
* Provide guidance and counsel to residents
* Refer professional counseling to students with problems beyond your scope
* Meet with all dorm residents whenever a situation arises that needs to be addressed
* Encourage residents to participate in class and college functions

RHD Spiritual Responsibilities include:

* Praying for residents of dormitory
* Coordinate weekly devotions with RA’s in each dormitory or hall

RHD Safety and Security Responsibilities include:

* Coordinating lock up/security of the dorm every night with Resident Assistants
* Providing minor first aid/medial attention to students and assist residents in securing medical services when needed
* Maintaining basic first aid supplies
* Informing residents of fire procedures and conduct a drill at least once per semester
* Maintain keys for all rooms
* Have maintenance forms available

RHD Responsibilities include:

* Assist in the selection, training, and evaluation of RA’s
* Be involved with RA training in the beginning of each school year

RHD Administrative Duties include:

* Act as a liaison between administration and residents
* Coordinate regular meetings with the VPSS and Resident Assistant to discuss concerns, problems
* Inform VPSS of student withdrawal during the semester
* Contact VPSS and follow procedures whenever a crime is reported in the dorm
* Inform VPSS when you plan to be away from the dorm overnight
* Inform VPSS of vacation plans
* Meet once per semester with VPSS for evaluation
* Contact new students regarding room assignments and roommates

RHD Responsible for other Activities as directed:

* Be available when groups use the dormitory during the summer (Oasis, youth groups, etc.)
* Coordinate housing for campus visitors with VPSS

**Application Process:**

Applications will be reviewed immediately and this process will continue until the position is filled. Please send a cover letter, resume and three references to Ken Greene, Ed.D. by email at ken.greene@macuniversity.edu. Please put on the subject line “Residence Hall Director Search.”

Mid-Atlantic Christian University, a private, faith based, four year college, is committed to equality of educational opportunity and will not discriminate against applicants, students, or employees on the basis of race, color, national or ethnic origin, gender, age, disability, or prior military service. Federal guidelines (Sections 702-703 of Title VII of the 1964 Civil Rights Act) clearly recognize the right of church related institutions to seek personnel who will support the goals of the institution. Being a student or employee at Mid-Atlantic Christian University requires a commitment and lifestyle consistent with the institution's mission and values.

Mid-Atlantic Christian University is accredited by:

The Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award certificates, associate and baccalaureate degrees.